INTRODUCTION

What is DFW?

DFW stands for "Development Fund Warehouse". **DFW** collects donor supported fund information from different data sources including Development's IMPACT, the Treasurer's Office *Cornerstones,* Endowment's Fundriver, Student Financial Aid and the University's General Ledger databases.

System Requirements

DFW is a web-based application. For optimum performance, it's recommended that the workstation you use to access DFW meet or exceed the following configuration recommendations:

Processor:	Pentium II 233 Mhz
Memory:	32 Mb (64 Mb recommended)
Operating System:	17" screen or larger
Web Browser:	Internet Explorer 6 or later

If your workstation does not currently meet these minimum standards, consult with your technical support representative; the newest version of the Internet Explorer web browser software can be downloaded and installed directly from Microsoft at this URL:

http://www.microsoft.com/windows/ie/downloads/

How to Use This Manual

This manual is intended to provide general instructions concerning the use of the DFW application It does ***not***

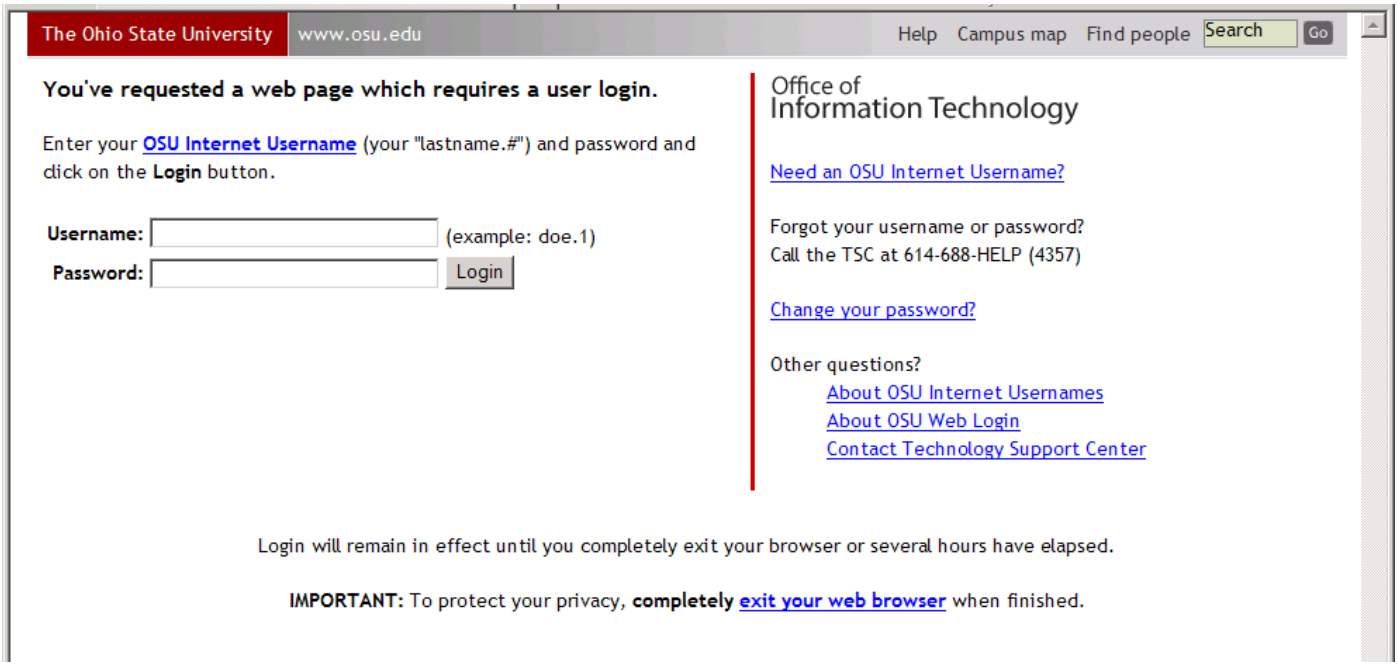
- Explain how data is entered into the database;
- Articulate the policies governing the use of data; or
- Provide job-specific procedures or examples.

The manual is divided into sections that will describe what DFW looks like, the features it includes and the behaviors users should expect.

LOGGING IN

Go to **https://devnet.osu.edu/Pages/Default.aspx**

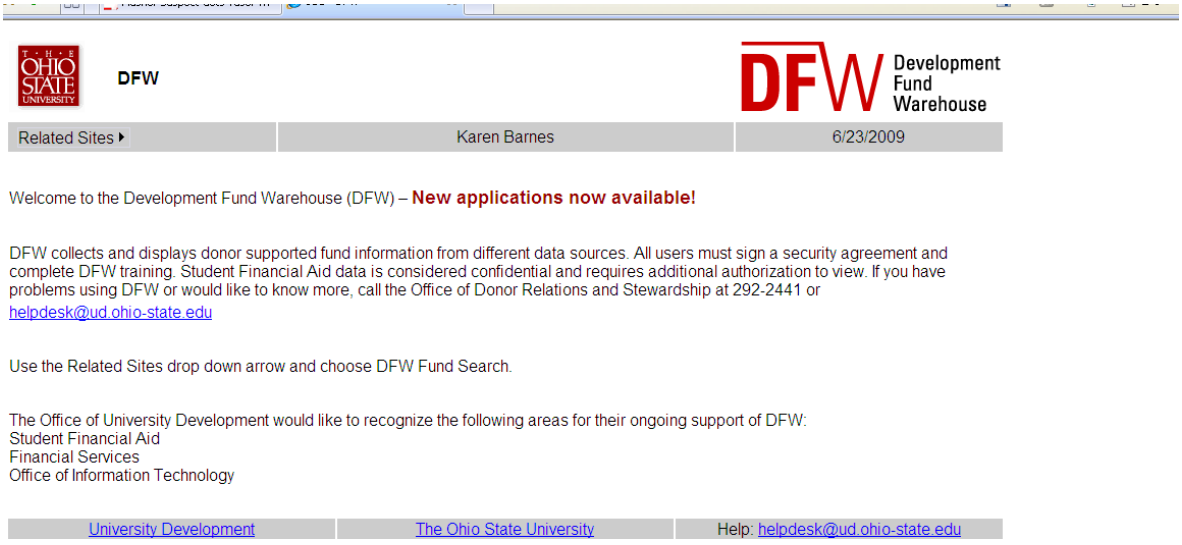
The following window will appear:

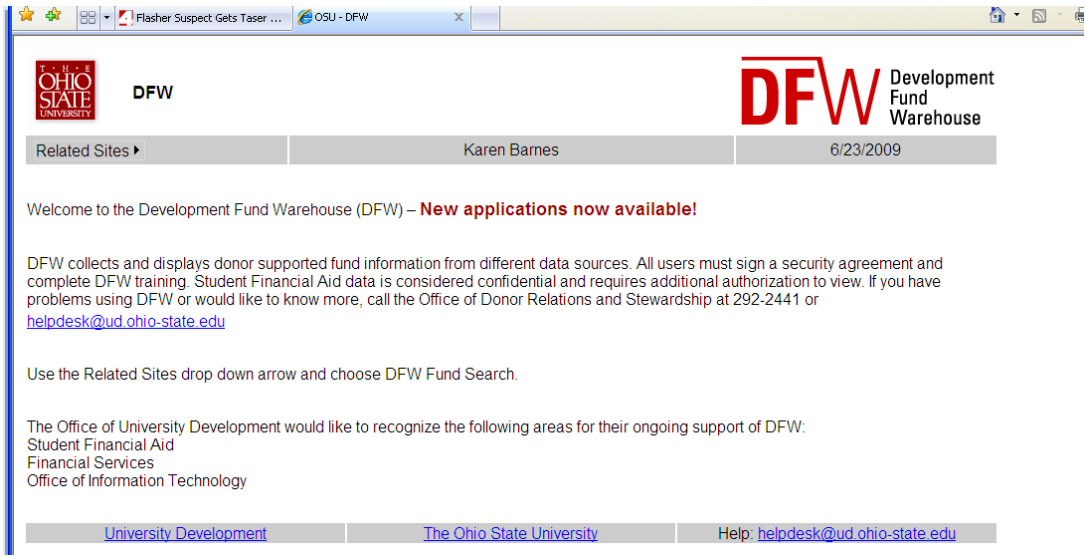

The Ohio State University
www.osu.edu
Help
Campus map
Find people
Search
Go
You've requested a web page which requires a user login.
Enter your OSU Internet Username (your "lastname.#") and password and click on the Login button.
Username:
(example: doe.1)
Password:
Login
Office of Information Technology
Need an OSU Internet Username?
Forgot your username or password?
Call the TSC at 614-688-HELP (4357)
Change your password?
Other questions?
About OSU Internet Usernames
About OSU Web Login
Contact Technology Support Center
Login will remain in effect until you completely exit your browser or several hours have elapsed.
IMPORTANT: To protect your privacy, completely exit your web browser when finished.

1. Your Username for DFW will always be "lastname-dot-number" format, for example, "pines.1" or bertolini.2. The Office of Information Technology (OIT) refers to this login ID as an "OSU Internet username, " or the "name.n."
2. If you are not sure what your name.n login ID is, and/or do not know the password connected to your ID, you can follow the links on this login screen for additional information, or just contact OIT directly; any questions or concerns about the OSU Internet username or this screen will need to be addressed to OIT, since DFW administrators do not maintain this level of security. (OIT's Help Desk can be reached via phone [688-HELP] or e-mail [8help@osu.edu])

DFW INITIAL DISPLAY

After you log in, you'll be able to use the DFW site. Use the pull down menu to access DFW or the databases DFW uses.


DFW
Development Fund Warehouse
Related Sites
Karen Barnes
6/23/2009
Welcome to the Development Fund Warehouse (DFW) – New applications now available!
DFW collects and displays donor supported fund information from different data sources. All users must sign a security agreement and complete DFW training. Student Financial Aid data is considered confidential and requires additional authorization to view. If you have problems using DFW or would like to know more, call the Office of Donor Relations and Stewardship at 292-2441 or helpdesk@ud.ohio-state.edu
Use the Related Sites drop down arrow and choose DFW Fund Search.
The Office of University Development would like to recognize the following areas for their ongoing support of DFW:
Student Financial Aid
Financial Services
Office of Information Technology
University Development
The Ohio State University
Help: helpdesk@ud.ohio-state.edu


Flasher Suspect Gets Taser ...
OSU - DFW
DFW
Development Fund Warehouse
Related Sites
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6/23/2009
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Financial Services
Office of Information Technology
University Development
The Ohio State University
Help: helpdesk@ud.ohio-state.edu

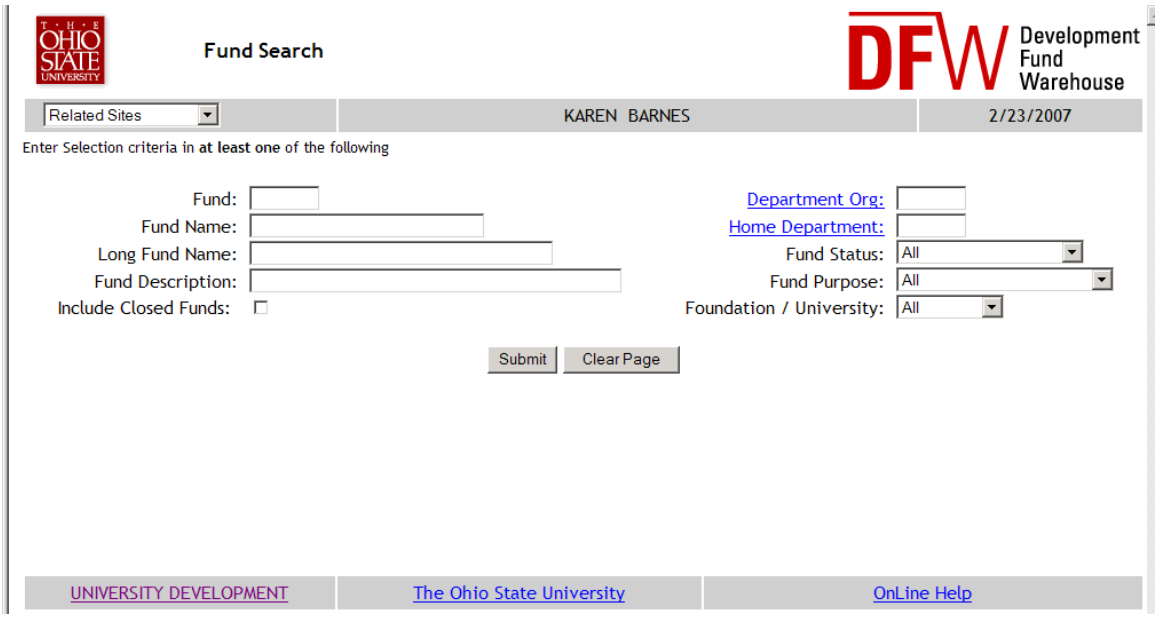
The DFW database is accessible through "Fund Search"
Other areas on the drop down list are:

1. Impact: Development's donor database
2. Treasurer's Web Site: To access Endowment reports and information
3. Student Financial Aid: To access scholarship recipient information
4. UD Intranet: To access Development's departmental web
5. Home: Is the initial display page

You may not be authorized to view some databases. If there is a need for additional access, please contact the Office of Donor Relations and Stewardship, University Development at 292-2441 or access the on line help.

DFW FUND SEARCH SCREEN

DFW recognizes and displays the user name in the banner field. To begin using DFW, type in fund criteria in the appropriate field(s) and select "Submit." For an explanation of the fields, see below or access the online help screen:



You may select one or more fields in your query. Funds returned will have **all** of the criteria entered.

Fund:
Unique six digit number identifying a fund in the General Ledger, IMPACT or Endowment.

Enter a 6 digit fund number. If a fund number is valid it will be displayed.
Or
Enter a partial fund number. DFW left justifies partial fund numbers. If you enter a 60, all fund numbers starting with 60 will be displayed.

Key Word:
Search DFW by a word or part of a word in **Fund Name**, **Long Fund Name** and/or **Fund Description**.

Type a word or part of a word into the field in order to have DFW include only Funds with the entered data included in the results list. If you want all fields to be searched, you must enter data in all fields. DFW will display only Funds that match all the criteria entered.

Department Org:
The Department Organization is the area of the University that has fiscal authority over the fund. A Department Organization may administer multiple Project Funds.

Enter a Department Organization number or choose from the list by clicking on Department Org in order to have DFW include only Funds with that Department Organization in the results list.

DFW FUND SEARCH SCREEN (continued)

Home Department:
The Home Department indicates a functional unit to which the budgetary Department Organization belongs.

Enter a Department Organization number or choose from the list by clicking on Home Department in order to have DFW include only Funds with that Home Department in the results list.

Fund Status:
The Fund Status field is used to indicate whether the particular account is:
Current Use: Gifts may be spent
Endowment: Gifts may not be spent. Includes endowment pending funds.
Endowment Pending: Gifts may not be spent. Fund has not been approved by the Board of Trustees.
Endowment Endowed: Gifts may not be spent. Fund has been approved by the Board of Trustees.
Unknown: Status of fund has not been determined.

Enter a Fund Status from the list by clicking on the drop down arrow and choosing Current Use, Endowment, Endowment Pending, Endowment Endowed or Unknown order to have DFW include only funds that have the chosen fund status.

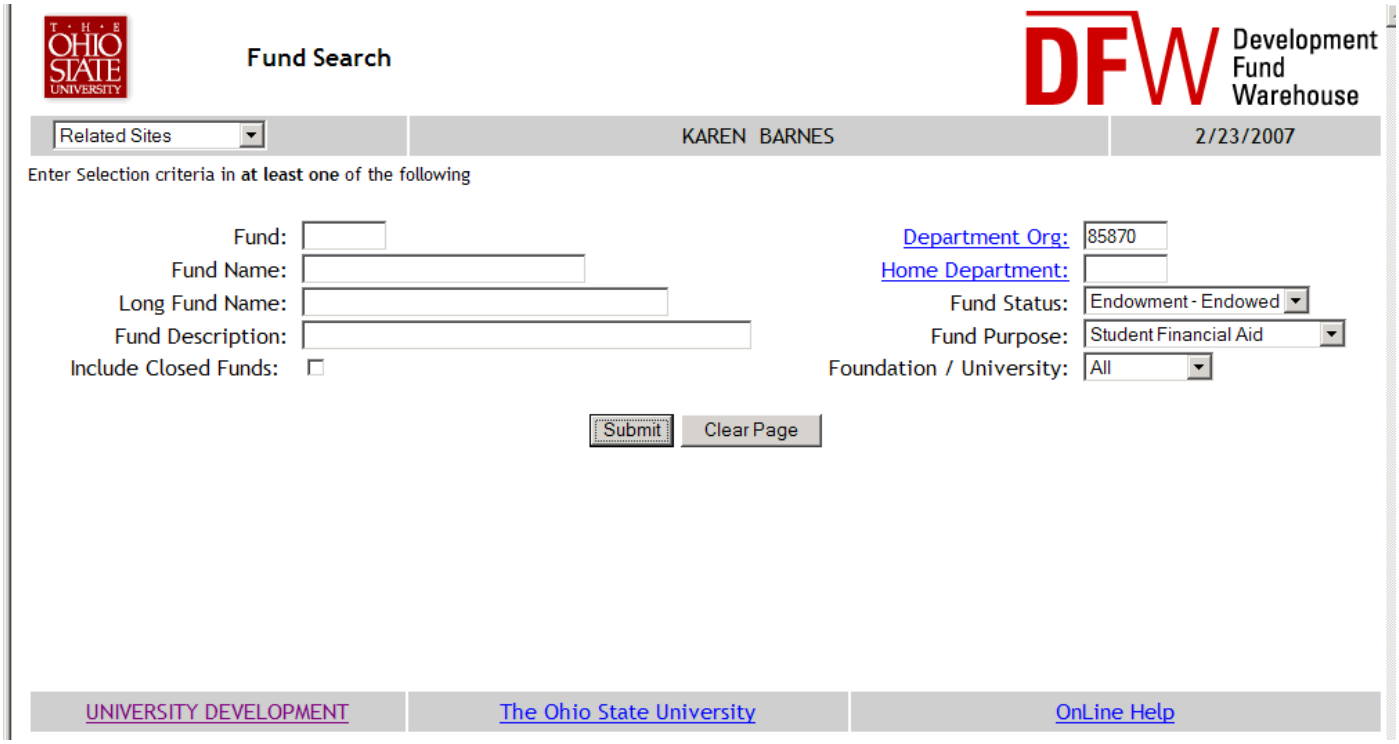
Fund Purpose:
A Project Fund's Purpose indicates the category of University initiatives to be supported by that Fund.

Select the desired Purpose from the *Fund Purpose* pull-down in order to have DFW include only Funds targeted for that Purpose in the results list.

Foundation/University:
Gift funds, which identify and prescribe the intended use of the funds, are established within either The Ohio State University Foundation or The Ohio State University; the Foundation/University field indicates which shows in the results.

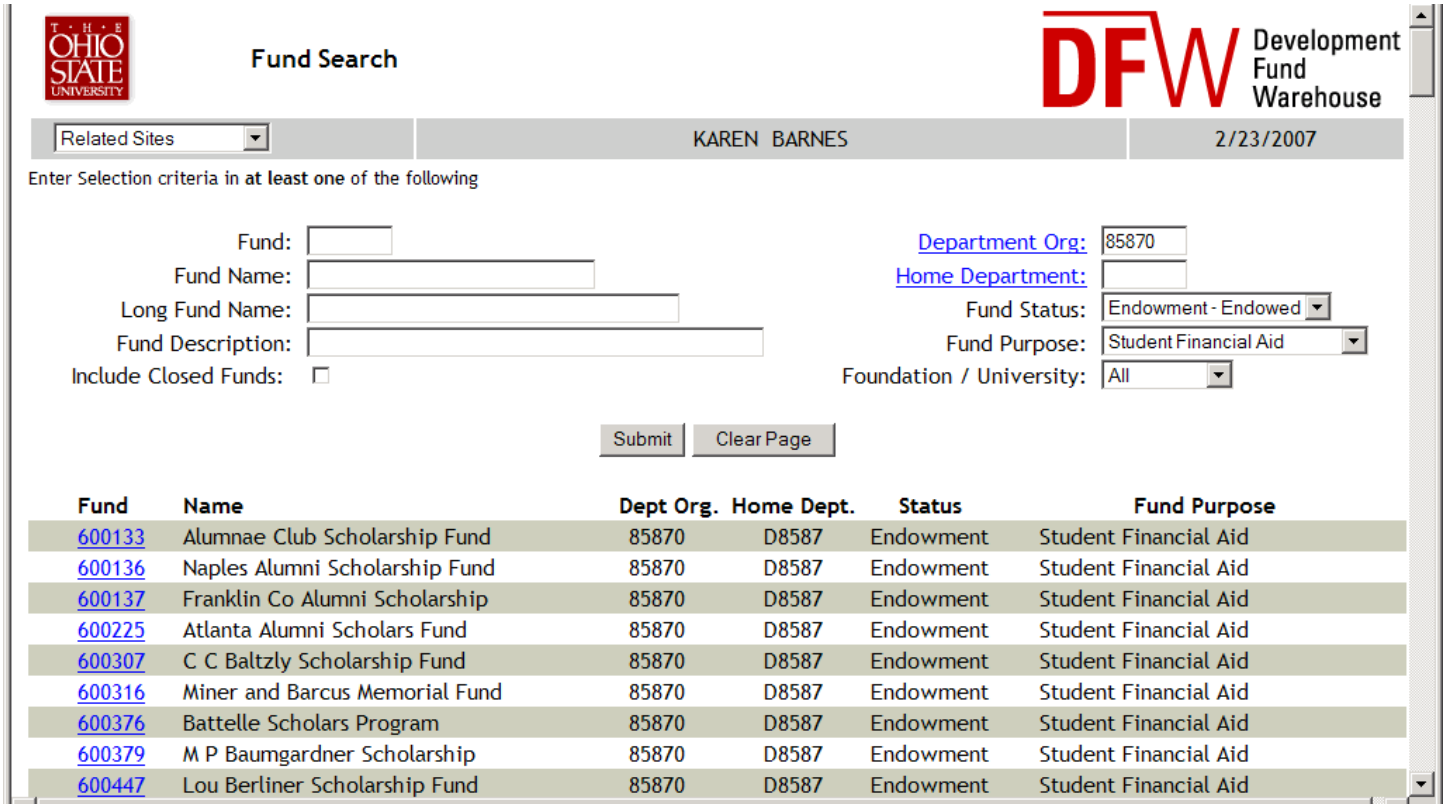
DFW FUND SEARCH SCREEN (continued)

When search criteria is submitted, **DFW** returns a list of funds. The example below asks **DFW** for approved Endowment scholarship funds disbursed by Student Financial Aid:



DFW FUND SEARCH SCREEN (continued)

DFW returns all approved Endowment funds (Endowment Endowed), having a "Student Financial Aid" purpose and assigned to Department Org 85870 (General Student Financial Aid).



Fund Search

DFW Development Fund Warehouse

Related Sites | KAREN BARNES | 2/23/2007

Enter Selection criteria in **at least one** of the following

Fund: | Department Org: 85870
Fund Name: | Home Department:
Long Fund Name: | Fund Status: Endowment - Endowed
Fund Description: | Fund Purpose: Student Financial Aid
Include Closed Funds: ☐ | Foundation / University: All

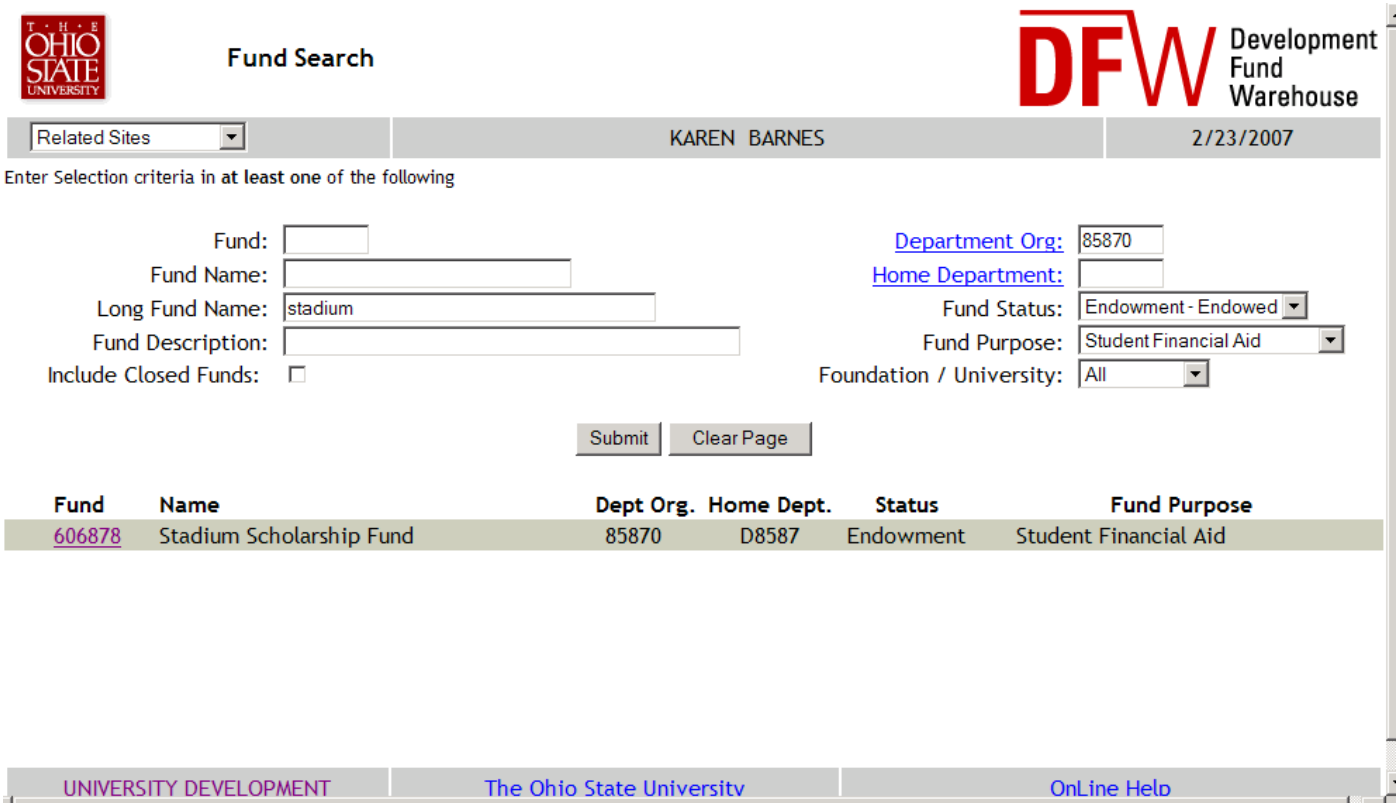
Submit | Clear Page

Fund	Name	Dept Org.	Home Dept.	Status	Fund Purpose
600133	Alumnae Club Scholarship Fund	85870	D8587	Endowment	Student Financial Aid
600136	Naples Alumni Scholarship Fund	85870	D8587	Endowment	Student Financial Aid
600137	Franklin Co Alumni Scholarship	85870	D8587	Endowment	Student Financial Aid
600225	Atlanta Alumni Scholars Fund	85870	D8587	Endowment	Student Financial Aid
600307	C C Baltzly Scholarship Fund	85870	D8587	Endowment	Student Financial Aid
600316	Miner and Barcus Memorial Fund	85870	D8587	Endowment	Student Financial Aid
600376	Battelle Scholars Program	85870	D8587	Endowment	Student Financial Aid
600379	M P Baumgardner Scholarship	85870	D8587	Endowment	Student Financial Aid
600447	Lou Berliner Scholarship Fund	85870	D8587	Endowment	Student Financial Aid

The list is sorted in fund number order. To narrow your search, you may change or type in additional criteria.

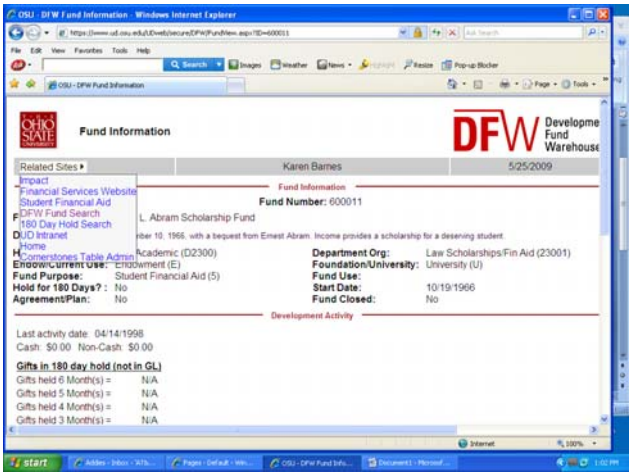
DFW FUND SEARCH SCREEN (continued)

In this example, "stadium" was entered in the Long Fund Name and submitted:



You may continue to add criteria or change what you have entered. **DFW** starts a new search on all funds each time the Submit button is selected.

If you find the back Internet Explorer arrow does not return you to the Fund Search page, click on the Related Sites down arrow and click on DFW Fund Search.



DFW FUND INFORMATION SCREEN

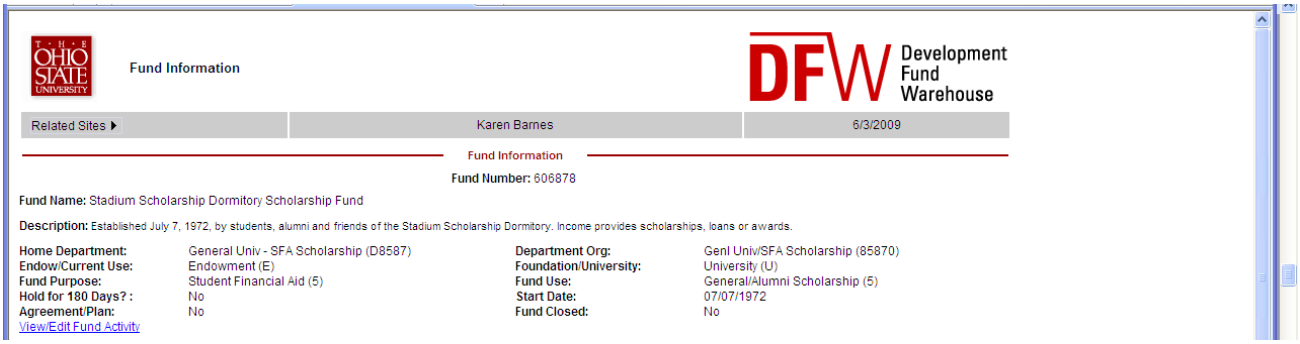
When a specific fund is chosen, **DFW** pulls in information from Impact, Endowment, Student Financial Aid and the General Ledger. The type of fund chosen, determines how the information is displayed. The following is the Information Screen for fund #606878:

OSU - DFW Fund Information - Windows Internet Explorer
https://www.ud.osu.edu/UDweb/secure/DFWTest/FundSearch.aspx
Fund Information
Related Sites
Karen Barnes
6/3/2009
Fund Information
Fund Number: 606878
Fund Name: Stadium Scholarship Dormitory Scholarship Fund
Description: Established July 7, 1972, by students, alumni and friends of the Stadium Scholarship Dormitory. Income provides scholarships, loans or awards.
Home Department: General Univ - SFA Scholarship (D8587)
Endow/Current Use: Endowment (E)
Fund Purpose: Student Financial Aid (5)
Hold for 180 Days? : No
Agreement/Plan: No
View/Edit Fund Activity
Department Org: Genl Univ/SFA Scholarship (85870)
Foundation/University: University (U)
Fund Use: General/Alumni Scholarship (5)
Start Date: 07/07/1972
Fund Closed: No
Development Activity
Last activity date: 05/27/2009
Cash: $113.00 Non-Cash: $0.00
Gifts in 180 day hold (not in GL)
Gifts held 6 Month(s) = N/A
Gifts held 5 Month(s) = N/A
Gifts held 4 Month(s) = N/A
Gifts held 3 Month(s) = N/A
Gifts held 2 Month(s) = N/A
Gifts held 1 Month(s) = N/A
Gifts Current Month(s) = N/A
Gifts already transferred to GL
Trans Code Gifts Through Trans ID Month Amount
451 05/05/2009 1 11 $63.00
451 04/03/2009 1 10 $1,113.00
451 03/04/2009 1 09 $138.00
451 02/04/2009 1 08 $263.00
451 01/08/2009 1 07 $414.00
451 12/03/2008 1 06 $13.00
451 11/05/2008 1 05 $113.00
451 10/03/2008 1 04 $188.00
451 09/04/2008 1 03 $13.00
451 08/05/2008 1 02 $38.00
451 07/03/2008 1 01 $891.00
Endowment Principal
as of: April 30, 2009
Start Date: 07-Jul-72
Approved Date: 07-Jul-72
Pending Number: 403087
Principal Balance: $136,218.84
Auto Income to Principal Transfer: No auto transfer. I to P form required
Number of Shares: 37.5861
Distribution Percentage: 4.5 %
Market Value: $170,926.27
Endowment Distribution (Income)
Endowment Distribution (Income) as of: April 30, 2009
Income Fund Number: 206878
Income Fund Org: 85870 - Genl Univ/SFA Scholarship
Distributed Income: $11,227.77
Projected Income: $10,647.89
SIS Information (Current Aid Year)
SFA Information
General Ledger as of: Updated within the Past 24 Hours
Fund Number: 206878
Beginning Balance: $15,259.45
Additions: $11,227.77
Deductions: ($10,250.00)
Liabilities: $0.00
Non-Cash Assets: $0.00
Cash Balance: $16,237.22
Encum/Pre-Encum: $0.00
Available Balance: $16,237.22
% of Income Committed: 38.70 %
Fund Contact
Update/Add Contacts
Alum ID Name Relationship Comments
Fund Administration
Update/Add Administrators
Fund Name Role
606878 Donna Hobart Sr. Fiscal Officer
University Development
The Ohio State University
OnLine Help

DFW FUND INFORMATION SCREEN (continued):

The Fund Information Screen is divided into five areas. There will be a link to the Student Financial Aid (SFA) section if the fund is listed in the SFA database. Some scholarships are handled directly by the college or unit and will not be linked to SFA.

Fund Information


Fund Information
DFW Development Fund Warehouse
Related Sites
Karen Barnes
6/3/2009
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Home Department: General Univ - SFA Scholarship (D8587)
Endow/Current Use: Endowment (E)
Fund Purpose: Student Financial Aid (5)
Hold for 180 Days? : No
Agreement/Plan: No
View/Edit Fund Activity
Department Org: Genl Univ/SFA Scholarship (85870)
Foundation/University: University (U)
Fund Use: General/Alumni Scholarship (5)
Start Date: 07/07/1972
Fund Closed: No

Fund Number:
Unique six digit number identifying a fund in the General Ledger, IMPACT or Endowment.

4xxxxx	Pending Endowment
	41xxxx Started 7/1/1999-6/30/2004
	48xxxx Started 7/1/2004 -
6xxxxx	Endowment
	60xxxx University Established Prior to 7/1/2004
	62xxxx University Established After 7/1/2004
	64xxxx Foundation Established Prior to 7/1/2004
	66xxxx Foundation Established After 7/1/2004
3xxxxx	Current Use
Gxxxxx	Gift-In-Kind
12xxxx	Gifts Received by other OSU Foundations
03xxxx	Gifts Departmentally Deposited

Fund Name:
Fund Name is the Long Fund Name in IMPACT.
Fund Description:
A brief description on how a fund should be used. Where the information comes from follows:
If a Board approved Endowment: *Cornerstones*
If a Pending Endowment: IMPACT
If a Current Use: IMPACT
If an Unknown: IMPACT

DFW FUND INFORMATION SCREEN (continued)

Home Department:
The Home Department indicates a functional unit to which the budgetary Department Organization belongs.
Department Org:
The Department Organization is the area of the University that has fiscal authority over the fund. A Department Organization may administer multiple Project Funds.
Endow/Current Use Status:
The Endow/Current Use Status field is used to indicate whether the particular account is:
Current Use: Gifts may be spent
Endowment: Gifts may not be spent. Includes endowment pending funds.
Endowment Pending: Gifts may not be spent. Fund has not been approved by the Board of Trustees.
Endowment Endowed: Gifts may not be spent. Fund has been approved by the Board of Trustees.
Unknown: Status of fund has not been determined.
Foundation/University:

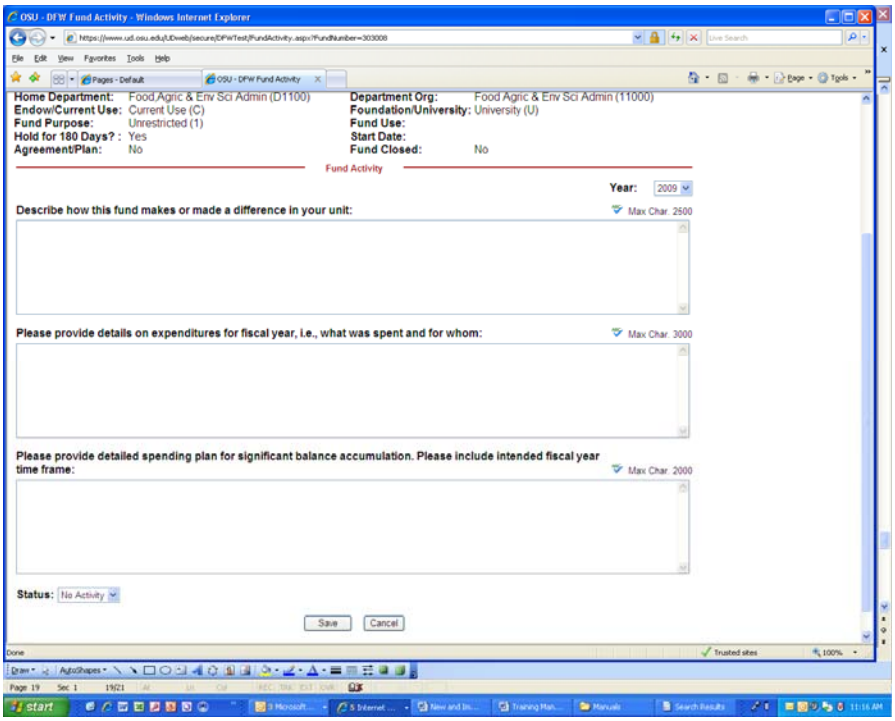
Gift funds, which identify and prescribe the intended use of the funds, are established within either The Ohio State University Foundation or The Ohio State University; the Foundation/University field indicates which (F = Foundation; U = University).

Fund Purpose:
A Project Fund's Purpose indicates the category of University initiatives to be supported by that Fund.
Fund Use:
A Project Fund's Use defines the Purpose field further. Not all funds have this field populated.
Held for 180 days?
If gifts to a fund are held for 180 days: Yes
If gifts are exempt from the 180 hold: No
Start Date: When the fund was first established. If endowment, this date is when the pending fund was first established.
Agreement/Plan: There is a signed gift agreement or funding plan for this fund.
Fund Closed: Date the fund was closed.

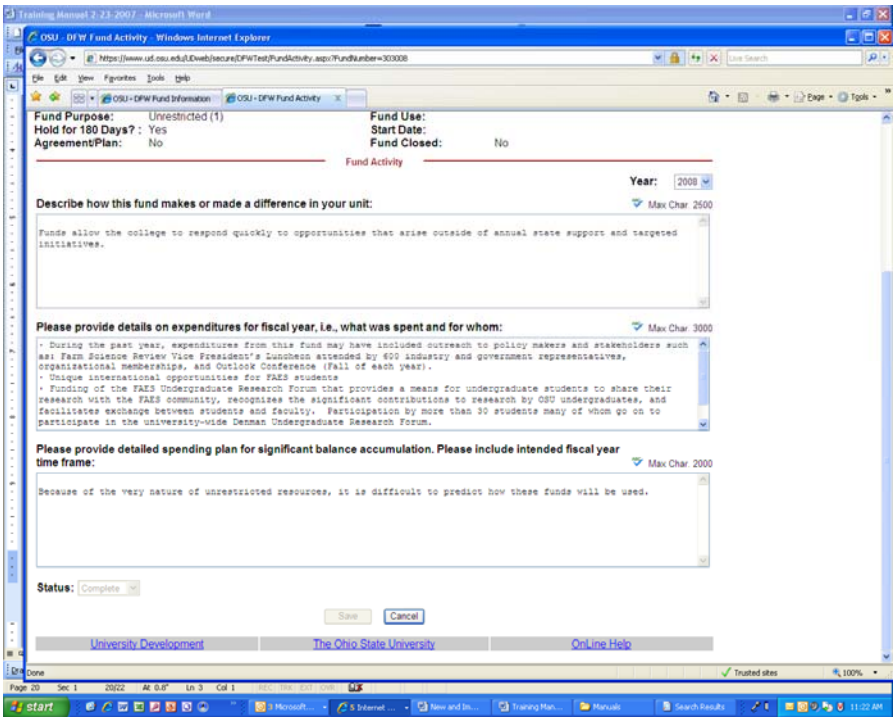
DFW FUND INFORMATION SCREEN (continued)

Fund Activity Link

The fund activity section allows you to report on how the fund is used. There are three areas where you can report. You can also reset the Activity section to Pending (still needs editing) or Completed. You man change the information in these fields through December 31. The prior fiscal year activity will be archived and the current year fields made available.


OSU - DFW Fund Activity - Windows Internet Explorer
Home Department: Food,Agric & Env Sci Admin (D1100)
Department Org: Food Agric & Env Sci Admin (11000)
Endow/Current Use: Current Use (C)
Foundation/University: University (U)
Fund Purpose: Unrestricted (1)
Fund Use:
Hold for 180 Days? : Yes
Start Date:
Agreement/Plan: No
Fund Closed: No
Fund Activity
Year: 2009
Describe how this fund makes or made a difference in your unit:
Max Char. 2500
Please provide details on expenditures for fiscal year, i.e., what was spent and for whom:
Max Char. 3000
Please provide detailed spending plan for significant balance accumulation. Please include intended fiscal year time frame:
Max Char. 2000
Status: No Activity
Save
Cancel

To view prior fiscal year activity, click on the **Year** down arrow:


OSU - DFW Fund Activity - Windows Internet Explorer
Fund Purpose: Unrestricted (1)
Fund Use:
Hold for 180 Days? : Yes
Start Date:
Agreement/Plan: No
Fund Closed: No
Fund Activity
Year: 2008
Describe how this fund makes or made a difference in your unit:
Max Char. 2500
Funds allow the college to respond quickly to opportunities that arise outside of annual state support and targeted initiatives.
Please provide details on expenditures for fiscal year, i.e., what was spent and for whom:
Max Char. 3000
· During the past year, expenditures from this fund may have included outreach to policy makers and stakeholders such as: Farm Science Review Vice Presidents's Luncheon attended by 600 industry and government representatives, organizational memberships, and Outlook Conference (Fall of each year).
· Unique international opportunities for FAES students
· Funding of the FAES Undergraduate Research Forum that provides a means for undergraduate students to share their research with the FAES community, recognizes the significant contributions to research by OSU undergraduates, and facilitates exchange between students and faculty. Participation by more than 30 students many of whom go on to participate in the university-wide Denman Undergraduate Research Forum.
Please provide detailed spending plan for significant balance accumulation. Please include intended fiscal year time frame:
Max Char. 2000
Because of the very nature of unrestricted resources, it is difficult to predict how these funds will be used.
Status: Complete
Save
Cancel
University Development
The Ohio State University
OnLine Help

DFW FUND INFORMATION SCREEN (continued)

Development Activity

The second section pulls financial data from the Impact database.

Development Activity

Last activity date: 02/22/2007
Cash: $ 10.00 Non-Cash: $ 0.00

Gifts in 180 day hold (not in GL)			Gifts already transferred to GL				
			Trans Code	Gifts Through	Trans ID	Month	Amount
Gifts held 6 Month(s) =	N/A		451	2/3/2007	1	February	$ 10.00
Gifts held 5 Month(s) =	N/A		451	1/10/2007	1	January	$ 3,410.00
Gifts held 4 Month(s) =	N/A		451	12/5/2006	1	December	$ 785.00
Gifts held 3 Month(s) =	N/A		451	11/3/2006	1	November	$ 1,140.00
Gifts held 2 Month(s) =	N/A		451	10/4/2006	1	October	$ 35.00
Gifts held 1 Month(s) =	N/A		451	9/6/2006	1	September	$ 10.00
			451	8/3/2006	1	August	$ 10.00
			451	7/7/2006	1	July	$ 510.00

Balances as of:
Shows the last activity date in Development Fund's database (IMPACT).
Cash & Non-Cash:
Monetary amounts held in IMPACT. Cash amounts have not been transferred to the General Ledger. Non-Cash amounts are funds directly deposited by the department, security values or other non-cash gift values.
Transferred:
Shows the **Transaction Code**, **Transaction ID**, **Gift Effective Date** and the amount of the transfer to the General Ledger or the Endowment.
Gifts Held in Development:
Monthly total of gifts held by Development. Example: Gifts held 6 Month(s) = $xx,xxx.xx is the dollar amount of gifts held by Development for 6 months. N/A = not applicable
Transaction Code:
Gift Transaction Type identifies what kind of data entry process was used in posting the gift.

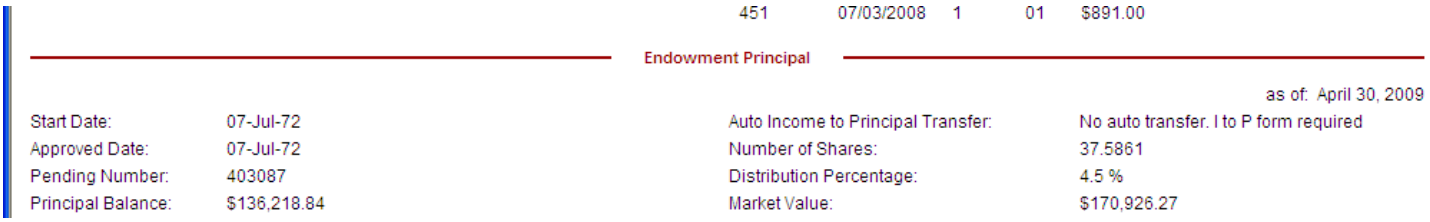
Code	Description
101	GIFT
102	HONOR ROLL
103	PLEDGE PAYMENT
104	DEFERRED GIFT PAYMENT
107	MATCHING GIFT
110	LUMP SUM
125	DEFERRED GIFT
401	ADJUST GIFT
402	ADJUST HONOR ROLL
403	ADJUST PLEDGE PAYMENT
404	ADJUST DEFERRED GIFT PAYMENT
407	ADJUST MATCHING GIFT
410	ADJUST LUMP SUM
451	CASH DISBURSEMENT
452	ADJUST CASH DISBURSEMENT
453	GL DISBURSEMENT
454	ADJUST GL DISBURSEMENT
461	CASH TRANSFER OUT
462	CASH TRANSFER IN
463	NON-CASH TRANSFER OUT
464	NON-CASH TRANSFER IN
471	CASH ADJUSTMENT OUT
472	CASH ADJUSTMENT IN
473	NON-CASH ADJUSTMENT OUT
474	NON-CASH ADJUSTMENT IN

DFW FUND INFORMATION SCREEN (continued)

Transaction ID:
A unique 5-digit identifier within a given month.
Gift Effective Date:
The formatted Effective Date provides the month, day, and year for which the ledger entry is effective.

Endowment Principal

This section pulls information from Fundriver, the Endowment database.


451 07/03/2008 1 01 $891.00
Endowment Principal
as of: April 30, 2009
Start Date: 07-Jul-72
Approved Date: 07-Jul-72
Pending Number: 403087
Principal Balance: $136,218.84
Auto Income to Principal Transfer: No auto transfer. I to P form required
Number of Shares: 37.5861
Distribution Percentage: 4.5 %
Market Value: $170,926.27

As of Date:
Information displayed is valid through date shown.
Start Date:
Date the Endowment received the first gift to the Fund.
Auto Income to Principal Transfer
Type of transfer done automatically, usually at fiscal yearend.

A certain dollar amount is returned to principal.
Until principal level is reached, the income is reinvested.
Unused income returned to principal. This transfer will move all money in Cash Balance. It will not take into account any Pre-Encumbrances.
% of what is earned in the fiscal year is returned to principal.

Approved Date:
The date the Board of Trustees approved the Endowment.
Number of Shares
The number of Endowment shares the Fund owns.
Pending Number
The number assigned to the Fund before it is approved by the Board of Trustees.
Distribution Percentage
Percentage of Market Value the Fund receives as income distribution.
Principal Amount
Original gifts and additions to the Fund.
Market Value
It is the most probable price at which a good or service will exchange, expressed in terms of cash or equivalent, in a free market . The Endowment is valued once a month and share values adjusted. The total value of the shares owned by the Fund determine the Market Value of the fund.

DFW FUND INFORMATION SCREEN (continued)

Endowment Distribution (Income)

This section pulls information from Fundriver, the Endowment database, and will show a link to Student Financial Aid if available.

As of Date:
Information displayed is valid through date shown.
Income Fund Number:
Fund Number for funds receiving income distribution.
Income Fund Org:
Organization Number per the General Ledger system.
Distributed Income:
Annual income distribution amount. Does not include additional distributions within a fiscal year.
Projected Income:
Projected income distribution for the next fiscal year. This field may be blank July – December.
Fund Number:
The General Ledger number assigned to the Fund.
Beginning Balance:
On the GLU60208OS-61 report, Fund Equity as of the beginning of current fiscal year.

DFW FUND INFORMATION SCREEN (continued)

General Ledger

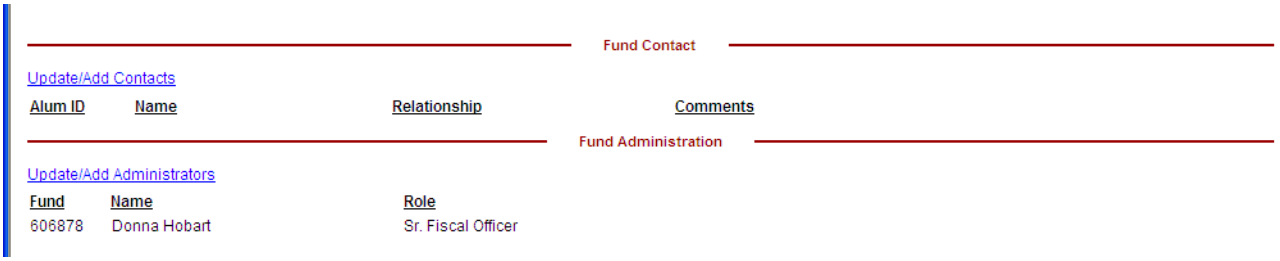
This screen pulls information from the GLU602OS-61 report. The debits and credits have been removed.

As of Date:
Information displayed is valid through date shown.
Additions:
Revenue activity during current fiscal year. Example would be deposits to the fund.
Deductions:
Expense activity during current fiscal year. Example would be supplies charged to a fund.
Liabilities:
Liabilities posted to the fund. Example would be yearly scholarships awarded but expensed quarterly.
Non Cash Assets:
Non Cash Assets posted to the fund. Example would be petty cash.
Cash Balance:
Sum of Beginning Balance, Additions, Deductions, Liabilities and Non Cash Assets.
Pre-Encum/Encumbrances:
Funds set aside for future expenses/liabilities.
Available Balance:
Funds available to be spent. Sum of Cash Balance and Pre-Encum/E. To edit or remove a contact, click on the Edit link, change the ID, insert comments, Update or Delete the contact.ncumbrance.
% of Income Committed:
Deductions + Liabilities + Pre Encum/Encumbrances divided by the sum of Beginning Balance, Additions, Non Cash Assets.

DFW FUND INFORMATION SCREEN (continued)

Fund Contact

Update/Add Contact: The Update/Contacts section allows you to enter an entity who should receive a fund report. After entering the donor ID, click on the Verify button, which will bring up their name. There is also a dropdown list of relationships you can choose, if known, and a comment field you can utilize. The relationship list and comments are optional. Click on Add Contact when finished. To edit or remove a contact, click on the Edit link, change the ID, insert comments, Update or Delete the contact.



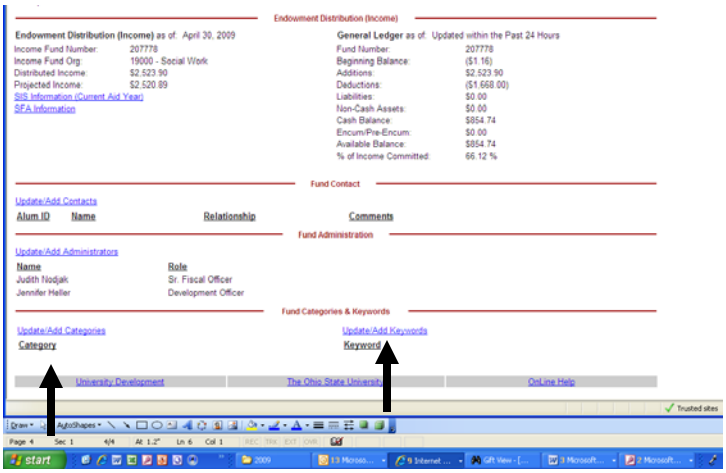
Update/Add Administrators

The Update/Add Administrators link allows you to add one Development Officer, one Development Administrator, one Senior Fiscal Officer and one Fiscal Administrator. You will need their OSU employee ID. Click on Verify to show their name. Click on the down Role arrow and choose their role. Click on Add Administrator. To delete or change an administrator, click on the Edit link beside their name, make any changes to their role with the drop down arrow and click on the Update link. To remove an administrator, click on the Delete link.

Fund Categories & Key Words

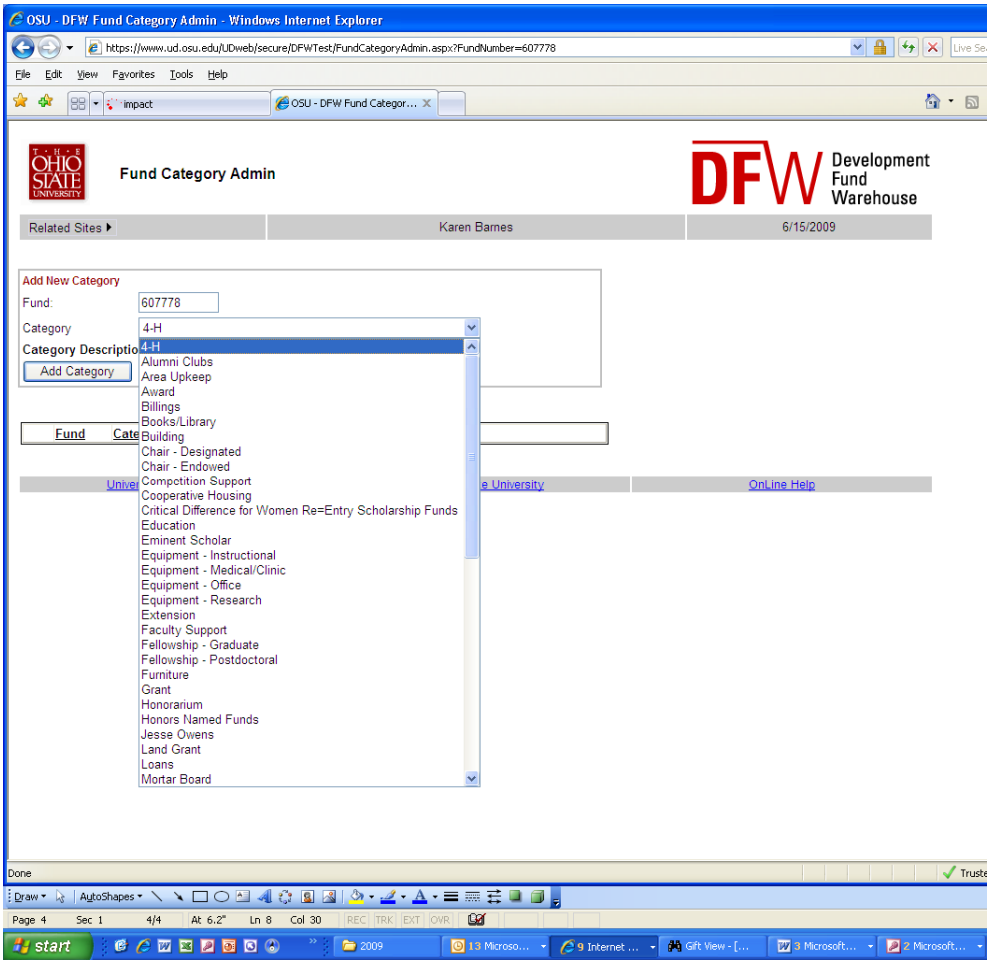
Category/Key Word

You may now assign categories and/or key words to a fund. The application to find funds by category and/or key word will be in the next DFW release.

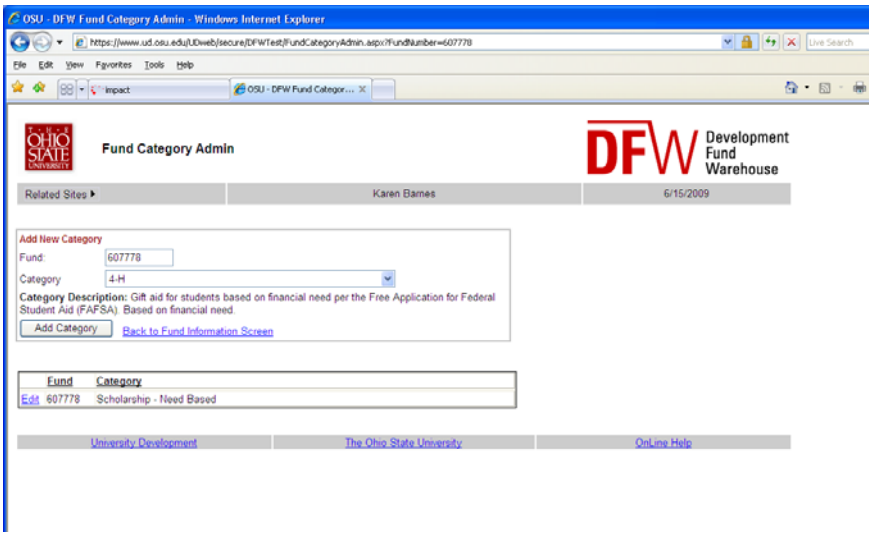


DFW FUND INFORMATION SCREEN (continued)

Choose from the drop down box.

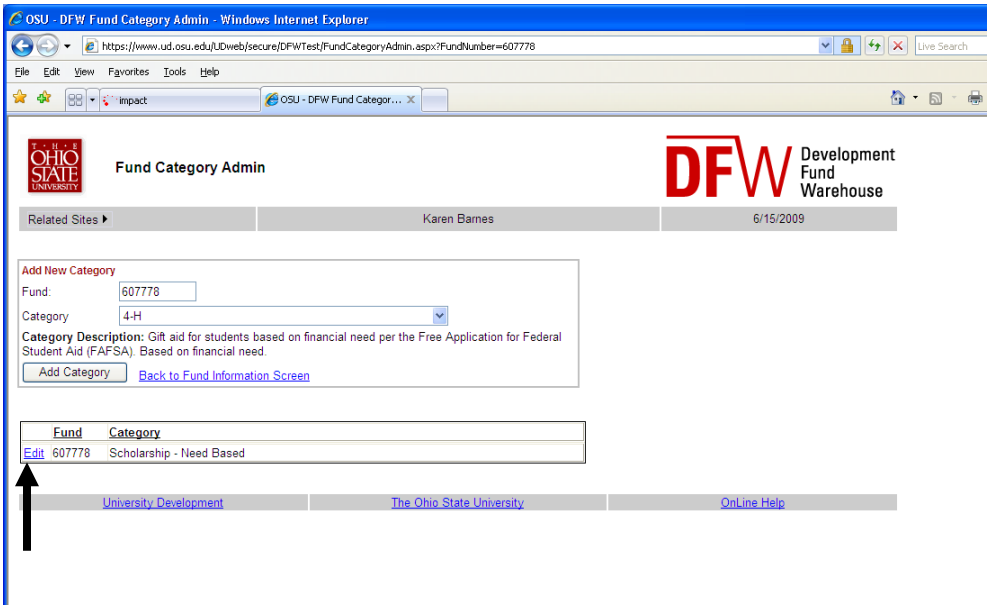


Click on Add Category. You may add multiple categories.

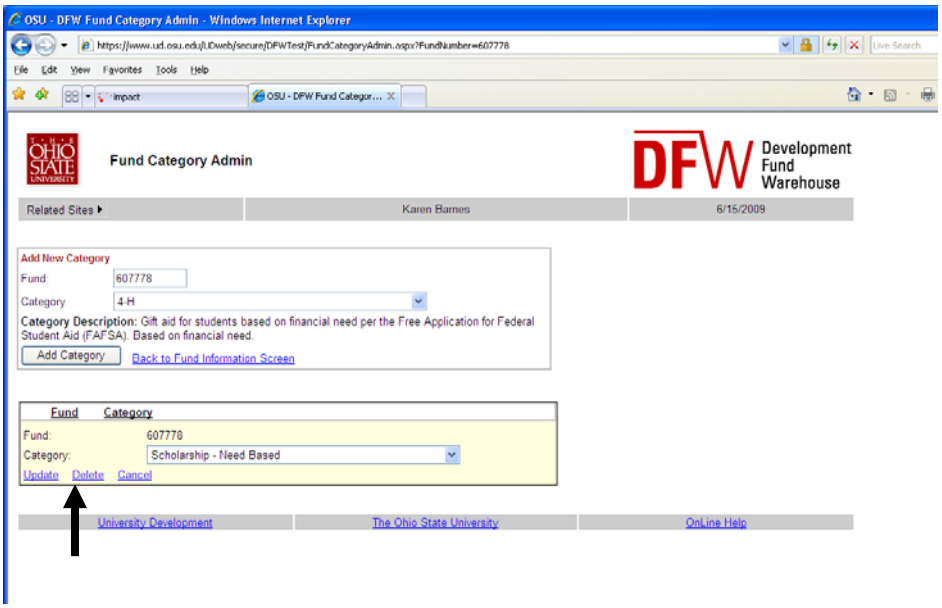


DFW FUND INFORMATION SCREEN (continued)

To remove or change a category, click on the edit button.

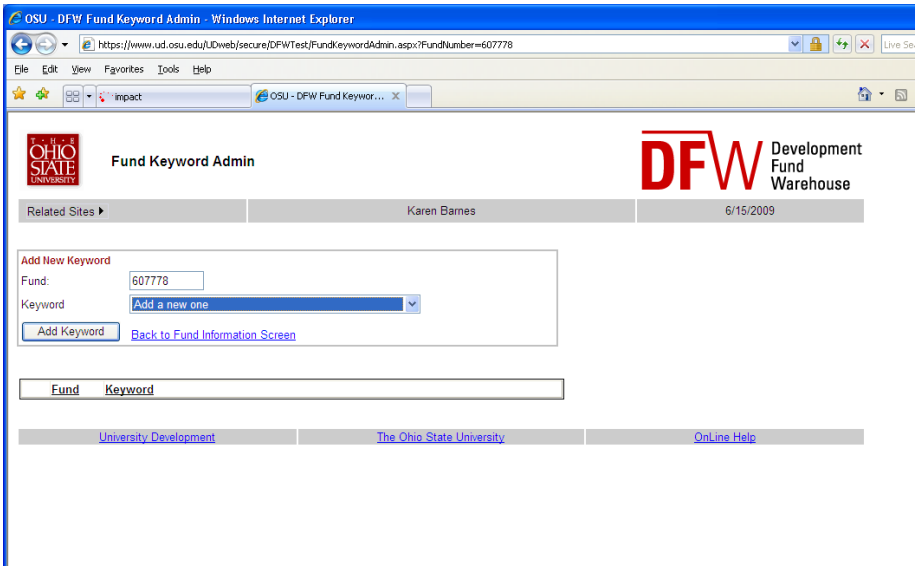

OSU - DFW Fund Category Admin - Windows Internet Explorer
Fund Category Admin
Development Fund Warehouse
Related Sites
Karen Barnes
6/15/2009
Add New Category
Fund: 607778
Category 4-H
Category Description: Gift aid for students based on financial need per the Free Application for Federal Student Aid (FAFSA). Based on financial need.
Add Category
Back to Fund Information Screen
Fund
Category
Edit 607778 Scholarship - Need Based
University Development
The Ohio State University
OnLine Help

Click on Update or Delete



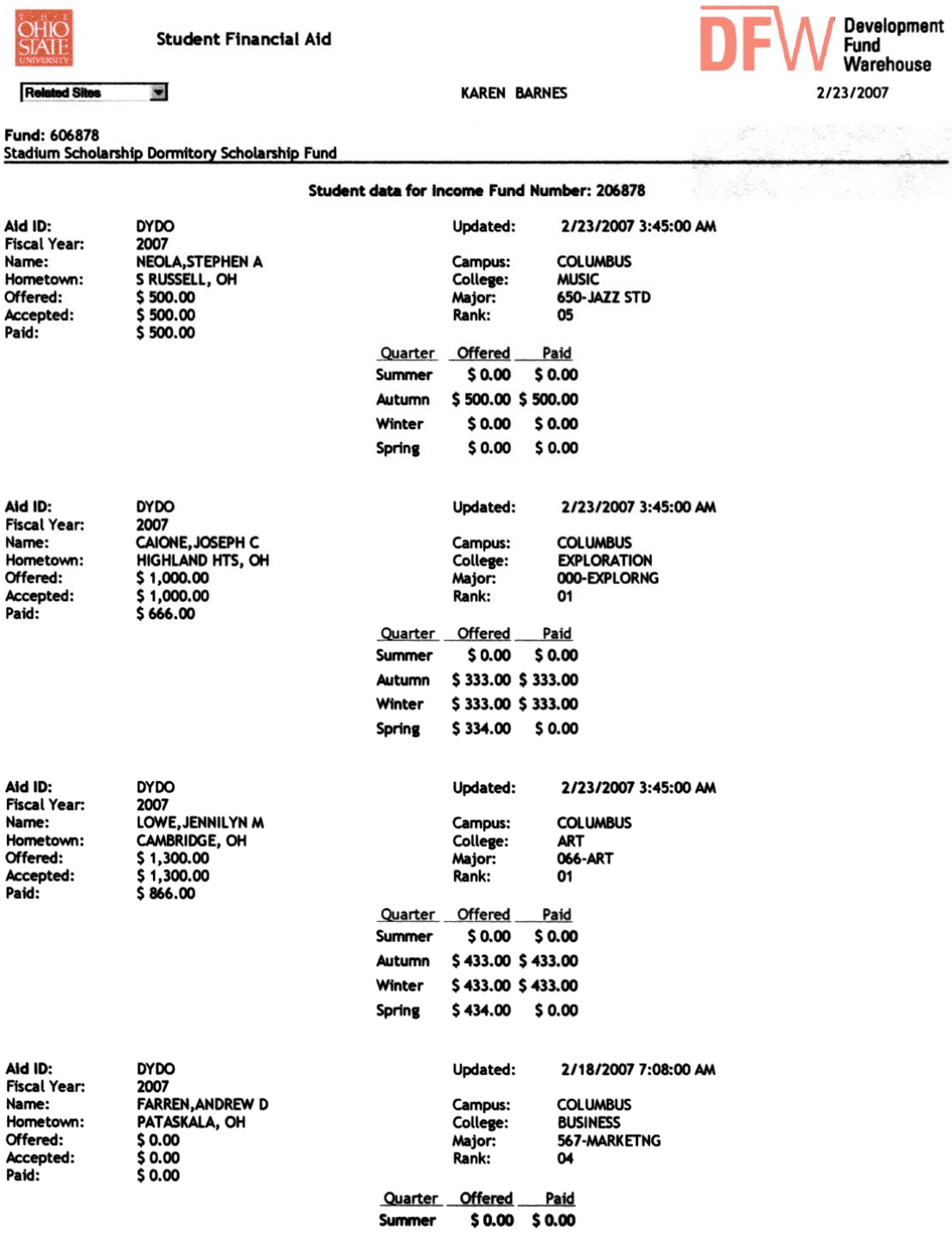
DFW FUND INFORMATION SCREEN (continued)

The key word is also chosen by a drop down list. For additional entries to the list, email Kristyn Carman, carman.4 or Karen Barnes, barnes.9.



DFW STUDENT FINANCIAL AID (SFA) SCREEN

To access this screen, choose the "SFA Information" link in the Endowment Distribution (Income) section:



Student Financial Aid

DFW Development Fund Warehouse

Related Sites

KAREN BARNES

2/23/2007

Fund: 606878
Stadium Scholarship Dormitory Scholarship Fund

Student data for Income Fund Number: 206878

Aid ID:	DYDO	Updated:	2/23/2007 3:45:00 AM
Fiscal Year:	2007		
Name:	NEOLA,STEPHEN A	Campus:	COLUMBUS
Hometown:	S RUSSELL, OH	College:	MUSIC
Offered:	$ 500.00	Major:	650-JAZZ STD
Accepted:	$ 500.00	Rank:	05
Paid:	$ 500.00		

Quarter	Offered	Paid
Summer	$ 0.00	$ 0.00
Autumn	$ 500.00	$ 500.00
Winter	$ 0.00	$ 0.00
Spring	$ 0.00	$ 0.00

Aid ID:	DYDO	Updated:	2/23/2007 3:45:00 AM
Fiscal Year:	2007		
Name:	CAIONE,JOSEPH C	Campus:	COLUMBUS
Hometown:	HIGHLAND HTS, OH	College:	EXPLORATION
Offered:	$ 1,000.00	Major:	000-EXPLORNG
Accepted:	$ 1,000.00	Rank:	01
Paid:	$ 666.00		

Quarter	Offered	Paid
Summer	$ 0.00	$ 0.00
Autumn	$ 333.00	$ 333.00
Winter	$ 333.00	$ 333.00
Spring	$ 334.00	$ 0.00

Aid ID:	DYDO	Updated:	2/23/2007 3:45:00 AM
Fiscal Year:	2007		
Name:	LOWE,JENNILYN M	Campus:	COLUMBUS
Hometown:	CAMBRIDGE, OH	College:	ART
Offered:	$ 1,300.00	Major:	066-ART
Accepted:	$ 1,300.00	Rank:	01
Paid:	$ 866.00		

Quarter	Offered	Paid
Summer	$ 0.00	$ 0.00
Autumn	$ 433.00	$ 433.00
Winter	$ 433.00	$ 433.00
Spring	$ 434.00	$ 0.00

Aid ID:	DYDO	Updated:	2/18/2007 7:08:00 AM
Fiscal Year:	2007		
Name:	FARREN,ANDREW D	Campus:	COLUMBUS
Hometown:	PATASKALA, OH	College:	BUSINESS
Offered:	$ 0.00	Major:	567-MARKETNG
Accepted:	$ 0.00	Rank:	04
Paid:	$ 0.00		

Quarter	Offered	Paid
Summer	$ 0.00	$ 0.00

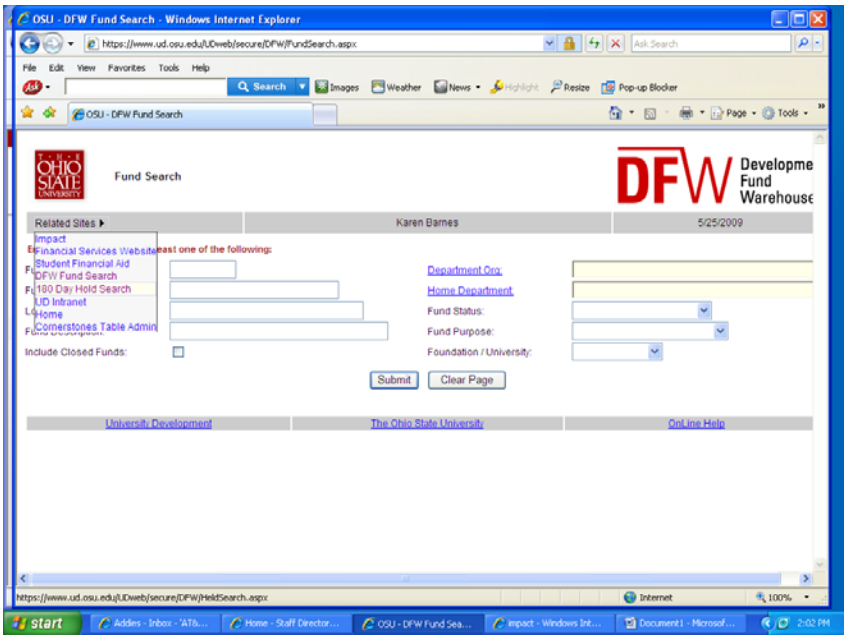
DFW STUDENT FINANCIAL AID (SFA) SCREEN (continued)

Fund:
General Ledger Current Use (3xxxxx) fund number or Endowment Principal (6xxxxx) fund number.
Income Fund Number:
General Ledger Income/Expense fund receiving distributions from the Principal Fund.
Aid ID:
Student Financial Aid internal fund number.
Campus:
The OSU campus where the scholarship recipient attends class.
Fiscal Year:
The fiscal year in which the scholarship was awarded.
College:
Scholarship recipient's college.
Major:
Scholarship recipient's major.
Name:
Scholarship recipient's name.
Hometown:
Scholarship recipient's hometown.
Rank:
Scholarship recipient's academic year(s) of attendance.
Offered:
Full amount of scholarship offered to recipient.
Accepted:
Amount of scholarship accepted by the recipient.
Paid:
Scholarships are actually paid per quarter. The paid amount shows how much of the scholarship has been expensed to the fund.
Quarter…Offered…Paid
Scholarship payout broken down by quarter.

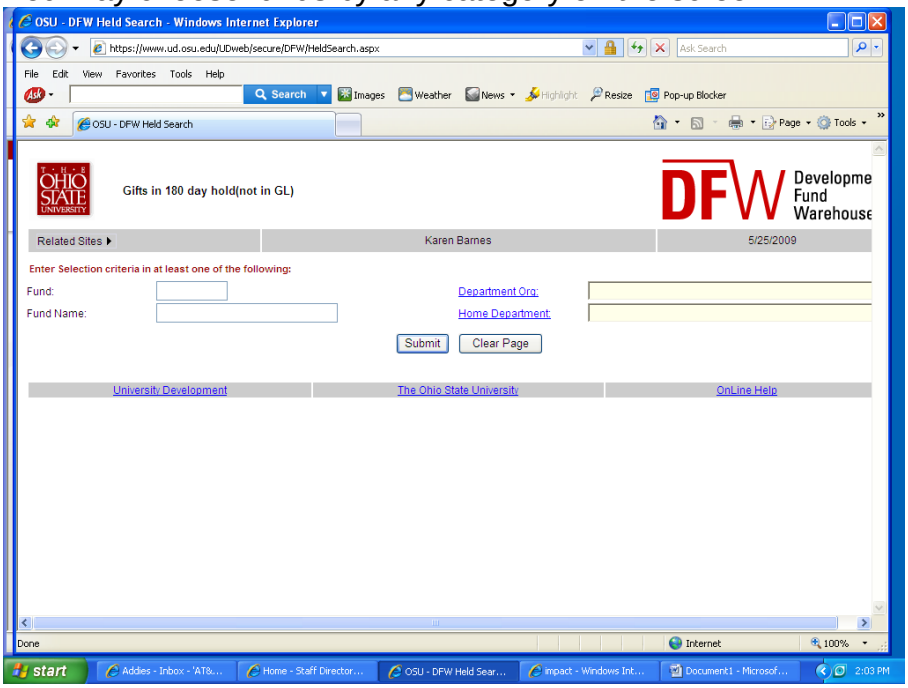
180 DAY HOLD

180 Day Hold

You can review and or download monthly totals for funds held 180 days. Go to the Related Sites dropdown arrow and choose 180 Day Hold Search.

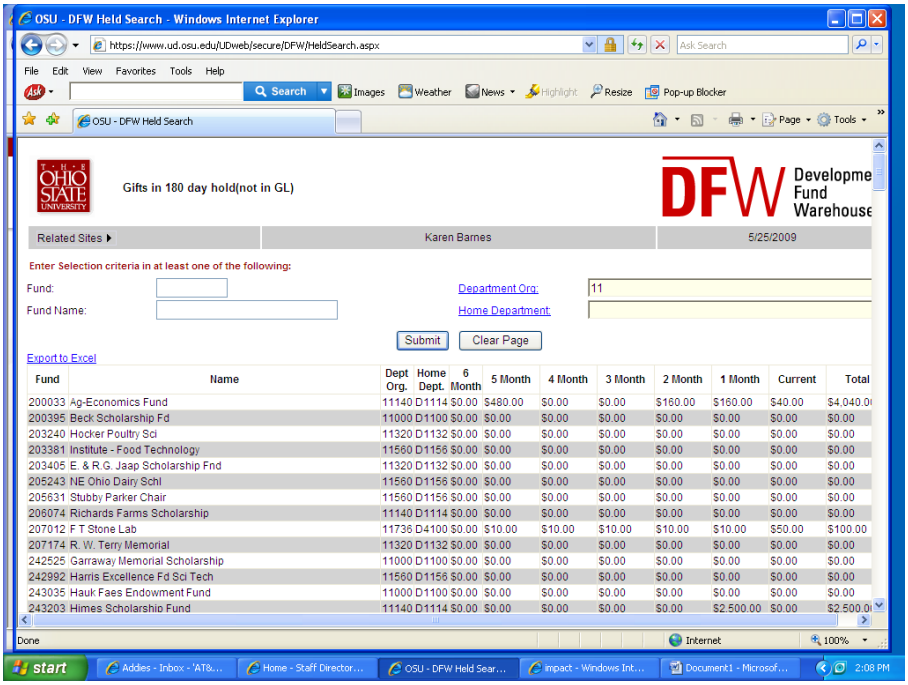


You may choose funds by any category on the screen.

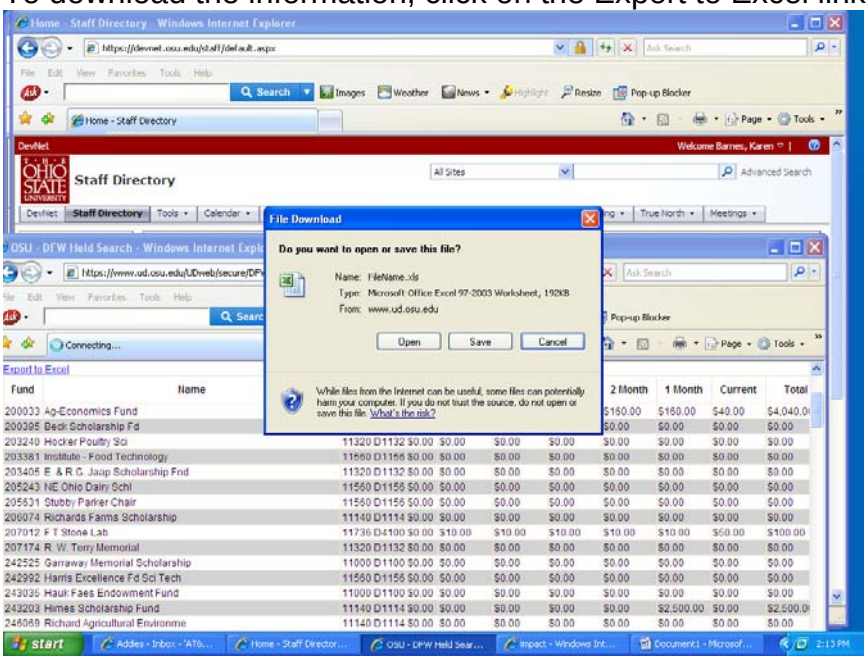


180 DAY HOLD (continued)

Shown below is a list of all funds where the organization number begins with 11. In this case, the 6 Month is $0 because the transfer of those monies (usually around the 24th - 26th of the month) has taken place and the current month is not yet closed.

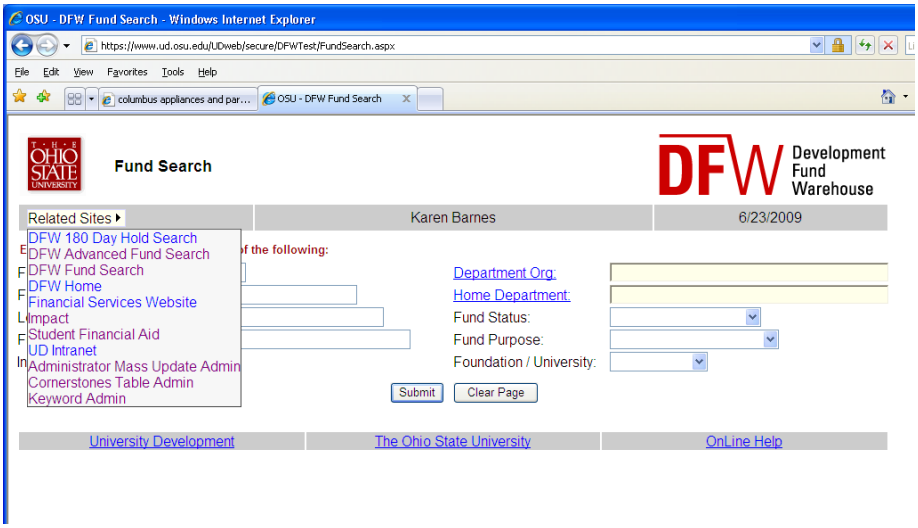


To download the information, click on the Export to Excel link and open or save it to your computer.

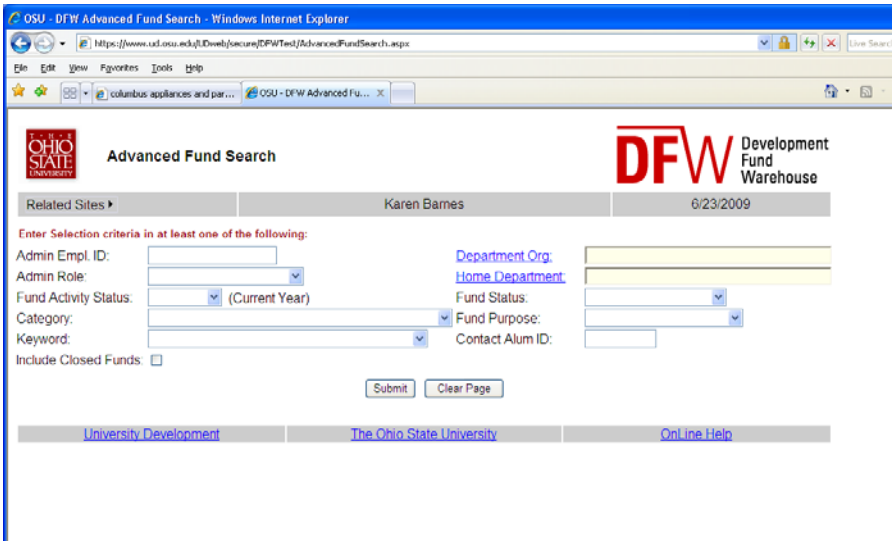

Staff Directory
File Download
Do you want to open or save this file?
Name: FileName.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 192KB
From: www.ud.osu.edu
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Export to Excel

Advanced Fund Search

There are other options when searching for a fund. Click on Advanced Search in the Related Sites drop down list.



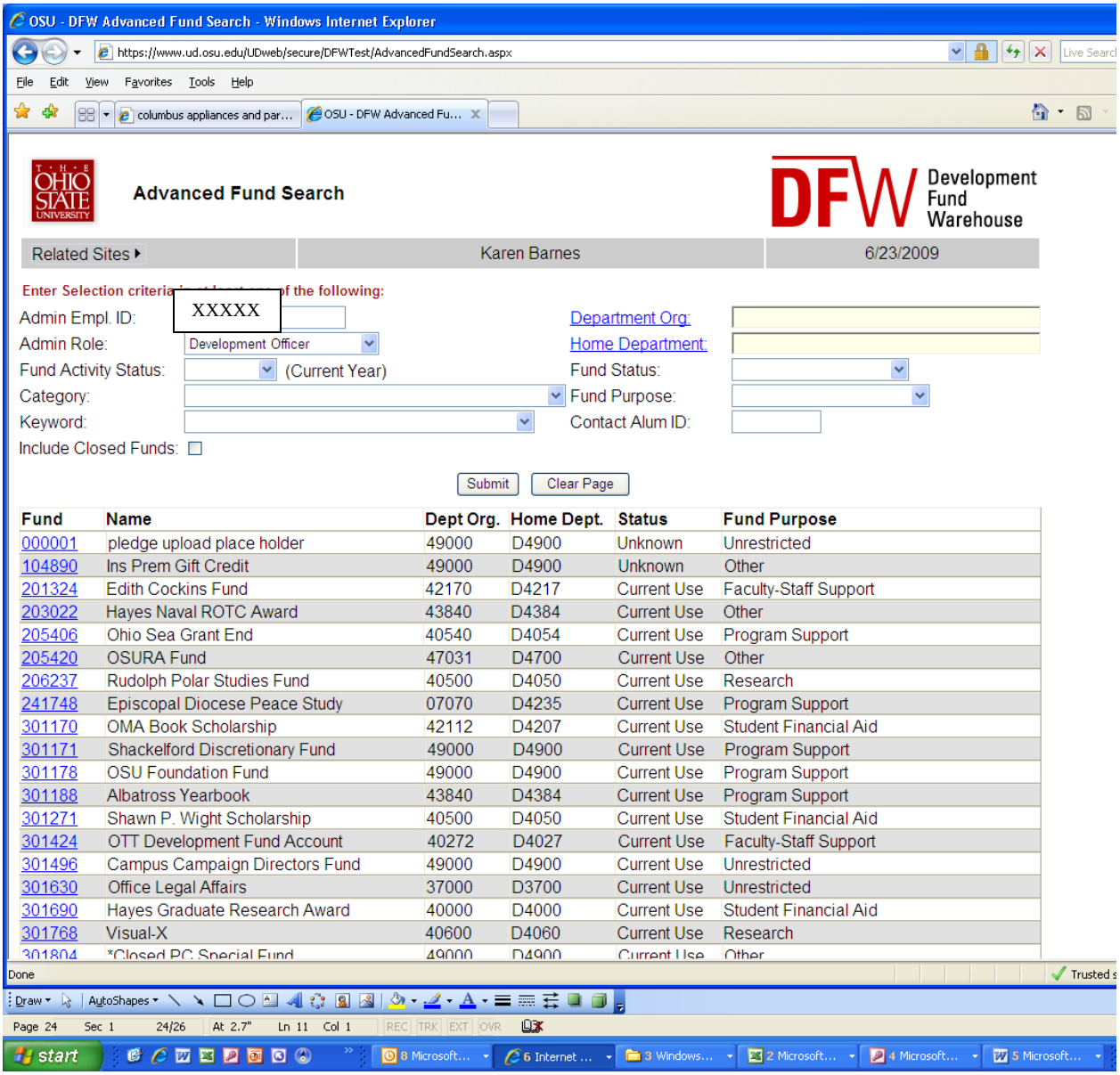
You may search by fund administrator, fund activity status, department organization or home department, category, fund status, keyword, fund purpose, and/or contact ID or any combination of the fields.



Advanced Fund Search (con't)

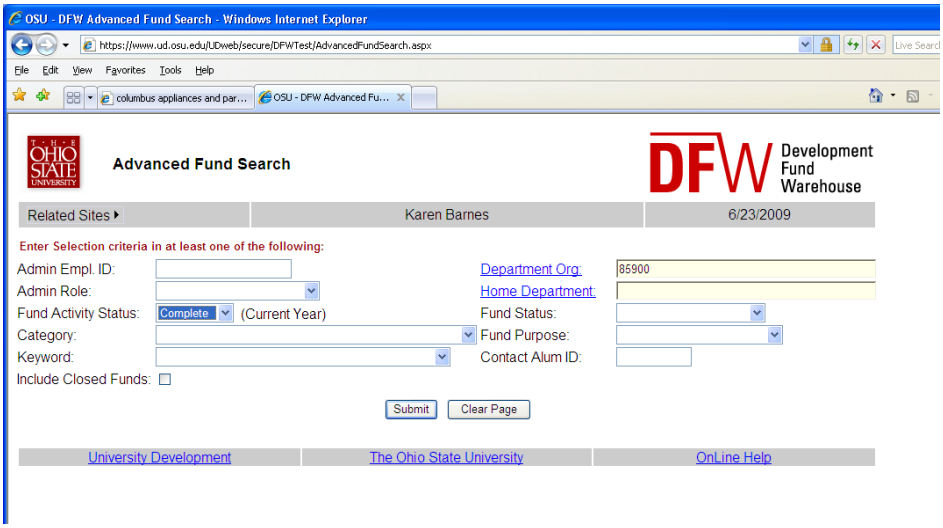
A few examples follow:

Admin Empl ID field: DFW allows one person to be assigned multiple roles so you will also need to choose the role you want to be in the returned data. In the example below, Dana Booth's ID was entered and the Development Officer role was chosen.

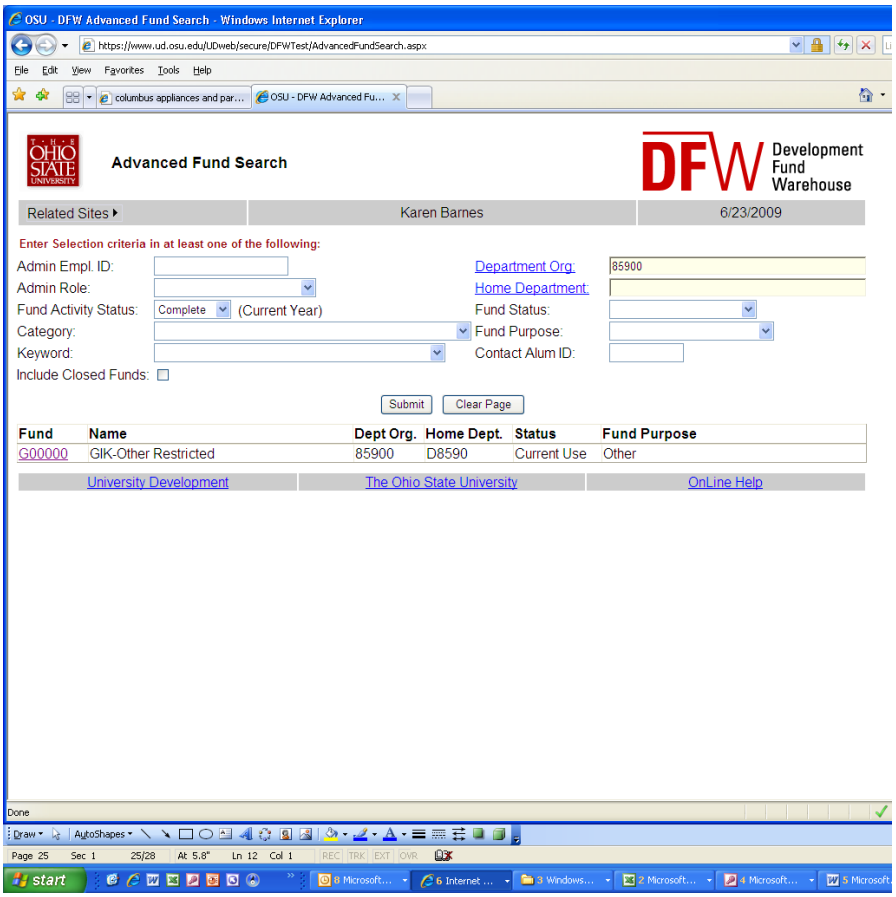

OSU - DFW Advanced Fund Search - Windows Internet Explorer
https://www.ud.osu.edu/UDweb/secure/DFWTest/AdvancedFundSearch.aspx
File Edit View Favorites Tools Help
columbus appliances and par...
OSU - DFW Advanced Fu...
Advanced Fund Search
DFW Development Fund Warehouse
Related Sites
Karen Barnes
6/23/2009
Enter Selection criteria
of the following:
Admin Empl. ID:
XXXXX
Admin Role:
Development Officer
Fund Activity Status:
(Current Year)
Category:
Keyword:
Include Closed Funds:
Department Org:
Home Department:
Fund Status:
Fund Purpose:
Contact Alum ID:
Submit
Clear Page
Fund
Name
Dept Org.
Home Dept.
Status
Fund Purpose
000001 pledge upload place holder 49000 D4900 Unknown Unrestricted
104890 Ins Prem Gift Credit 49000 D4900 Unknown Other
201324 Edith Cockins Fund 42170 D4217 Current Use Faculty-Staff Support
203022 Hayes Naval ROTC Award 43840 D4384 Current Use Other
205406 Ohio Sea Grant End 40540 D4054 Current Use Program Support
205420 OSURA Fund 47031 D4700 Current Use Other
206237 Rudolph Polar Studies Fund 40500 D4050 Current Use Research
241748 Episcopal Diocese Peace Study 07070 D4235 Current Use Program Support
301170 OMA Book Scholarship 42112 D4207 Current Use Student Financial Aid
301171 Shackelford Discretionary Fund 49000 D4900 Current Use Program Support
301178 OSU Foundation Fund 49000 D4900 Current Use Program Support
301188 Albatross Yearbook 43840 D4384 Current Use Program Support
301271 Shawn P. Wight Scholarship 40500 D4050 Current Use Student Financial Aid
301424 OTT Development Fund Account 40272 D4027 Current Use Faculty-Staff Support
301496 Campus Campaign Directors Fund 49000 D4900 Current Use Unrestricted
301630 Office Legal Affairs 37000 D3700 Current Use Unrestricted
301690 Hayes Graduate Research Award 40000 D4000 Current Use Student Financial Aid
301768 Visual-X 40600 D4060 Current Use Research
301804 *Closed PC Special Fund 49000 D4900 Current Use Other
Done
Page 24 Sec 1 24/26 At 2.7" Ln 11 Col 1
start

Advanced Fund Search (con't)

The Advanced Fund Search allows you to search by the Activity Status. In the example below 85900 is entered into the Organization field and Complete is chosen for the Fund Activity Status.

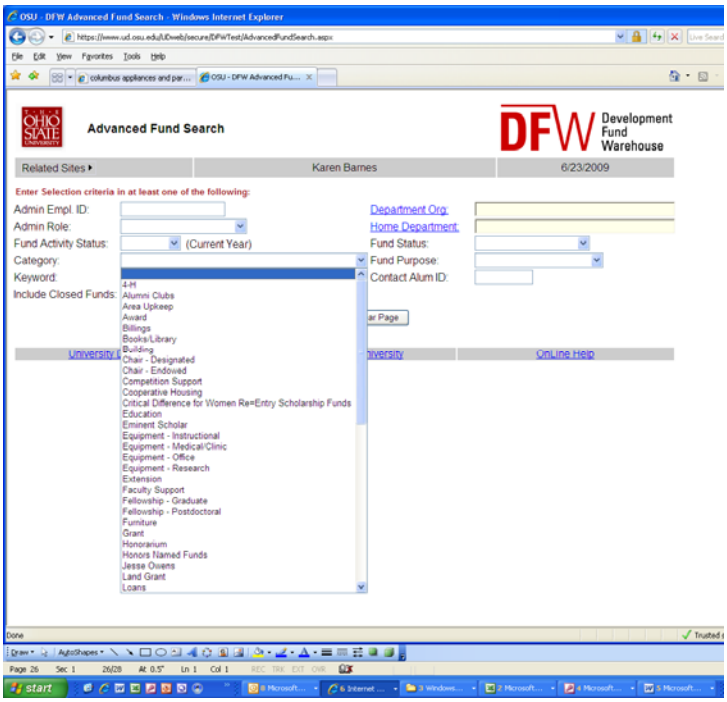


Results:



Advanced Fund Search (con't)

To search by a category or keyword, use the drop down list to make your choice.



To find funds linked to a donor, enter their Alumni ID in the Contact Alum ID.